



CITY OF ROCKLIN

STARTING A BUSINESS

CHECKLIST

The City of Rocklin and the Rocklin Chamber of Commerce
welcome you to our community.

This checklist will help you find the services that you will need in
opening your own business.

City of Rocklin
3980 Rocklin Road
Rocklin, CA 95677
(916) 625-5560

Rocklin Chamber of Commerce
5055 Pacific Street
Rocklin, CA 95677
(916) 624-2548

Placer County Office of Economic Development
175 Fulweiler Avenue
Auburn, CA 95603
(530) 889-4016

HOW TO USE THIS GUIDE

This guide is intended to give guidance to the governmental processes involved in operating a business in Rocklin. Depending on the nature of the business, there may be specific permits required. Fees for permits change periodically, and it is suggested that you contact specific departments to find specific permits or fees that may be involved. If you are unsure which permits might be required, we suggest you call the department or agency in question for further information.

Departments and Agencies

PERMIT	CONTACT	ADDRESS	PHONE
Zoning Information	Planning Department	Administrative Bldg. 3970 Rocklin Road 1st floor	(916) 625-5160 fax : (916) 625-5159
Environmental Determination	Planning Department	Administrative Bldg. 1st floor	(916) 625-5160
Development Entitlements: (Zoning Ordinance Amendments, Rezoning, Use Permits, Tentative Maps, Design Reviews, Etc.)	Planning Department	Administrative Bldg. 1st floor	(916) 625-5160
Home Business Permit	Planning Department	Administrative Bldg. 1st floor	(916) 625-5160
Signs (regulations)	Planning Department	Administrative Bldg. 1st floor	(916) 625-5160
Signs (building permit)	Building Department	Administrative Bldg. 1st floor	(916) 625-5120
Building Permits Certificates of Occupancy	Building Department	Administrative Bldg. 1st Floor	(916) 625-5120 fax (916) 625-5159
Business License	Administrative Services	Administrative Bldg. 2nd floor	(916) 625-5000 fax (916) 625-5095
Fictitious Name Applications/Approval	County Recorder	2954 Richardson Blvd. Auburn, CA 95603	(530) 886-5600
Fictitious Name Applications (only) are also available at the City of Rocklin 2nd Floor Admin. Bldg.			
Fire Permits Inspections	Fire Department	Fire Station, #1 4060 Rocklin Road	(916) 625-5300 fax (916) 625-5495
City Insurance & Bond Requirements	Finance Department	Administrative Bldg. 2nd floor	(916) 625-5000
Grading or Encroachment Permits	Engineering Department	Administrative Bldg. 1st floor	(916) 625-5140 fax (916) 625-5159
Police Permits Solicitors Permit	Police Dept.	Police Station 4060 Rocklin Road	(916) 625-5400

ADDITIONAL AGENCIES

PERMIT	CONTACT	ADDRESS	PHONE
Sewer	SPMUD	3671 Taylor Road Loomis, CA 95650	(916) 652-5877
Water	PCWA	305 Ferguson Road Auburn, 95603	(530) 823-4850
Gas & Electric	PG & E	151 N. Sunrise Blvd., #513 Roseville, 95661	(916) 781-3112
Solid Waste Disposal	Auburn Placer Disposal	P.O. Box 6566 Auburn, CA 95604	(530) 885-3735
School Mitigation	Rocklin School Dist.	2615 Sierra Meadows Dr. Rocklin, 95677	(916) 624-2428
Health Permit	Placer Co. Dept. of Environ. Health	11454 B Ave. Auburn, 95603	(530) 889-7335
Liquor License	Alcoholic Beverage Control (ABC)	1111 Howe Ave. Sacramento	(916) 236-3575
Employer Registration	CA Employment Development Dept.	2901 50 th St. Sacramento, 95817	(916) 227-2018
Sellers Permit: Sales & Use Tax Permit	CA Board of Equalization	9823 Old Winery Pl., Ste. 1 Sacramento, 95827	(916) 255-3350
State Income Tax & Corporate Inc. Tax	State Franchise Tax Board	8745 Folsom Blvd. Sacramento, 95826	(800) 852-5711
Federal Income Tax	IRS	4330 Watt Ave. North Highlands, 95660	(916) 829-4477
Fish and Game	Fish & Game: Region 2	1701 Nimbus Rd. #A Rancho Cordova, 95670	(916) 355-7020
Wetlands	Army Corps of Engineers	650 Capitol Mall Sacramento, 95814	(916) 551-2273
Air Quality	Air Pollution Control Board	11464 B Ave. Auburn, 95603	(530) 823-4443
Weights & Measures	County Weights & Measures	11477 E Ave. Auburn, 95603	(530) 889-7372

FOR ROCKLIN ECONOMIC OPPORTUNITY INFORMATION

Demographic Information	Community Development Dept.	1st fl. Admin. Bldg. 3970 Rocklin Road	(916) 625-5160
Zoning Information	Community Development Dept.	1st fl. Admin. Bldg. 3970 Rocklin Road	(916) 625-5160
Economic Opportunity	Rocklin Chamber of Commerce	5055 Pacific Street Rocklin, 95677	(916) 624-2548
Economic Development: Rocklin	Rocklin City Manager	3980 Rocklin Road Rocklin, 95677	(916) 625-5560
Econ. Development: Placer County	Placer County Office of Economic Development	175 Fulweiler Auburn, 95603	(530) 889-4016
Redevelopment Agency	Rocklin City Manager	3980 Rocklin Road Rocklin, 95677	(916) 625-5560

PROCESS

What You Need To Do, and How To Do It

Zone Check: Planning Department: (916- 625-5160)

Before opening a business in the City of Rocklin, you should assure that your commercial use is allowed on the property you have selected. If it is a permitted use, you may proceed without a use permit. If it is a "conditional" use, a use permit will be required. In either case, a business license and a certificate of occupancy is always required prior to the opening of a new business.

Development Entitlements:

General Plan Amendments, Rezoning, Zoning Ordinance Amendments: Planning Department: (625-5160)

The business you are anticipating opening may not be listed as a permitted or conditional use in the location you have selected, or there may be provisions in the Zoning Ordinance that preclude your operating the business in the manner you propose. If your type of business is not included in the Zoning Ordinance, you might consider processing a Zoning Ordinance Amendment addressing this type of business and establishing some guidelines for its operation. Any General Plan Amendment, Rezoning, or Zoning Ordinance Amendment requires approval by the City Council following two hearings, and becomes effective 30 days later. General Plan Amendments are processed only at designated public hearings before the City Council, which occur quarterly. The overall time for this type of entitlement is three to six months.

Use Permits, Divisions of Land (Tentative Maps), Environmental Determination: Planning Department: (625-5160)

If the proposed business requires a use permit on the property you have selected, you may contact the Planning Department to arrange a meeting with staff to determine what information, fees, etc. are needed for you to apply for the use permit. At this meeting you will be informed what you will need to submit for the environmental determination, for your use permit, and what special circumstances or requirements might apply to your specific use on this particular property.

A conditional use permit and the environmental determination are concurrent applications. Final action on both is taken by the Planning Commission unless there are special circumstances as described in the paragraph below. The process generally takes from 60 to 120 days after a completed application has been received. There is a right to appeal all decisions to the City Council.

If your project entails more than 50,000 sq. ft. of new construction, a building that is more than two stories or 30 feet in height, or if there is a concurrent application for which

final action is taken by the City Council (such as a rezoning), it will be processed first to the Planning Commission and on their recommendation forwarded to the City Council. This process can generally take from 90 to 180 days following a completed application. If a new project involves the removal of native oak trees, it may require a tree plan. You should contact the Community Development Department to find out. Final action on the tree plan is also taken by the City Council.

If your proposed location is Rocklin's Front Street Historic District, you can make your application for the "historic permit" concurrent with your use permit. The application will be heard by the Historic Committee prior to the Planning Commission hearing. This process can take from 90 to 120 days.

Your proposal may include a division of land into separate parcels. A tentative map dividing the property can be processed concurrent with a use permit entitlement. It is usually necessary to obtain the services of a professional civil engineer or licensed land surveyor to process such a division of land. Depending upon the number of parcels created, the process can take from three to six months for a commercial project.

Even if a use permit is not required, remodeling involving exterior changes to the building or site, or a new structure requires design review. See below.

Design Review: Planning Department: (625-5160)

If you are constructing a new building or remodeling an existing building in such a way as to alter its exterior appearance, even if your proposed use does not require a use permit, you will need to go through a design review process before the Planning Commission. This process assures that the building and landscaping is compatible with the neighborhood in which it is proposed to be located. A design review process can generally take from 60 to 90 days, and is a two hearing process. Again, the required pre-application meeting with Planning staff clarifies the required information needed for a design review application.

Home Business Permit: Planning Department: (625-5160)

Some businesses are permitted to be operated from your residence under certain circumstances and conditions, in the City of Rocklin, with a home business permit. Information and an application can be obtained from the Planning Department. Frequently, a home business permit is issued over-the-counter. It is required prior to obtaining a business license. There is a fee.

Most home businesses do not require renewal, and your home business permit is valid so long as you are living at the same residence, and doing the same business in conformance with the conditions specified on the permit.

Sign Permits: Planning Department \ Building Department (625-5160 \ 625-5120)

The signage for your proposed use will need to conform to zoning requirements, and to specific sign guidelines for the center in which you plan to locate. An early call to the Planning Department can give you information on the signage that is allowed.

Signs also require a building permit. Sign building permits are often issued over the counter, if a proper application is made. You can find out what is needed for a building permit by calling the Building Department prior to coming in for your permit.

Building Permits / Plan Check Approval / Inspections / Certificate of Occupancy
(625-5120: permit and plan check information;)

A "certificate of occupancy" is your authorization to conduct business in a specific building or suite within a building. The certificate of occupancy reviews the suitability of your proposed business in the building. Typically lending institutions and insurance companies require this document. Before signing a lease for the tenant space/building, you should check with the Rocklin Building Division to verify that the intended use is in the appropriate type of structure.

If you are in the process of remodeling, including changing or adding signs, any new construction, tenant improvements, rewiring, etc., you should contact the Building Department to determine whether a building permit is required and what you are required to submit. Fee information can be obtained at that time. Call the Building Department for information on the probable processing time for your application. During the course of construction or remodeling, building inspectors will be inspecting the work performed.

Every business is required to complete a "Hazardous Materials Disclosure Form" prior to receiving your certificate of occupancy. Information about the form is available at the Building Department.

The Hazardous Materials Disclosure Report must include, among other things, the type of materials you use, how they are used, and the specific storage of the materials. In addition, you will be required to submit a Business Plan, which discusses how you will handle an emergency situation and the steps you intend to take to educate and train employees in case of an emergency.

If you are starting a business that is food related, be sure to read the section under "Health Permit". Plans can be submitted concurrently to the County Department of Environmental Health and the City Building Department.

Fire Permits and Inspections: (Fire Department: 625-5300)

All new businesses applying for a certificate of occupancy require a Fire Department inspection and clearance prior to opening for business. Inspection appointments can be made by contacting the Fire Department Monday through Friday, 9:00 a.m. to 4:00 p.m., and must be made a minimum of 24 hours in advance.

Permits for underground storage tanks are processed through the Fire Department. These could include gas stations or businesses which use standby generators. All applications for permits required by the Uniform Fire Code shall be made to the Fire Department, and should be accompanied by such plans as are required by the Department.

Before a permit may be issued, an authorized representative of the Fire Department shall inspect and approve the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used. In instances where laws or regulations are enforced by departments other than the Fire Department, joint approval shall be obtained from all departments concerned.

The Fire Department is also responsible for assigning addresses on new buildings.

Business License / Certificate of Occupancy: (Administrative Services: 625-5000: Building Department: 625-5120)

As mentioned above, a business operating within the City of Rocklin must always have a business license and a certificate of occupancy prior to opening. The business license is a tax, and cannot be considered a permit to operate the business. Your business license fee is non-refundable. Therefore, it is important for you to confirm what permits you will need to operate your business prior to obtaining your business license.

Business license taxes vary depending on the type of business. A typical retail store currently will pay a minimum of \$45 annually, depending on gross receipts. Professionals pay a flat fee, which is currently \$145 annually. For tax information specific to your type of business, call Administrative Services.

Business licenses are frequently issued over the counter. Bring either your Social Security Number, Federal Tax ID number, State ID number, contractors license number, etc. Temporary business licenses for new businesses can be issued over the counter, with the final license and certificate of occupancy usually issued within seven (7) days.

California Labor Code Section 37111 requires every applicant for a Business License Certificate to provide proof of worker's compensation coverage, or an exemption therefrom.

Door to door solicitors, massage parlors, and firearm vendors require police clearance (see below). Apartment complexes with four or more apartments require a business license. Push cart vendors and special events require use permits (see above). Check with the Planning Department to determine whether a use permit is required.

Solicitors/Police Permits (Police Department: 625-5400)

Certain types of businesses require permits from the Police Department. These include the sale of firearms, explosives, as well as solicitors, door to door vendors, card room dealers, massage parlors, etc.

Liquor License: (Alcoholic Beverage Control: 1111 Howe Avenue, Sacramento: 263-3575)

Any business selling liquor (including beer or wine) either on-sale or off-sale is required to obtain a liquor license from the State of California. Fees vary depending on whether it is on-sale or off-sale, beer only, beer and wine, or a full liquor license. You should expect the process to take at least 45 to 60 days.

Fictitious Name (Placer County Recorder: 889-7983)

If you are doing business under a name other than your surname, you will need to file a Fictitious Business Name Statement with the County Clerk, 119670 Heritage Oak Place, Auburn, 95603. Applications (only) are also available at the City of Rocklin 2nd Floor Administration Building at 3970 Rocklin Road, Rocklin.

Once you have checked with the **County Clerk** and determined that no other business is operating under your proposed Fictitious Name, a Statement is filed. You will receive a certified copy of the application, of which your bank will require a copy when your business account is opened.

Within 30 days of filing a Fictitious Business Name Statement, you need to publish the statement in a newspaper of general circulation in Placer County. The newspaper may need to transmit proof of publication to the County Clerk's office.

City Insurance and Bond Requirements: (Finance Dept.: 625-5000)

Depending on the type of business you plan to operate, you may be required to show proof of liability insurance, or a bond before the City will issue permit or certificate of occupancy. Insurance and Bonds are issued by private companies. The following is a partial list of businesses which might require insurance or bonds.

- Amusements: liability and sometimes a bond
- Auctioneer: bond
- Cardroom license: bond
- Contractors: worker's compensation insurance
- Demolition: liability
- House movers: liability
- Sign hangers: liability
- Solicitors: Sometimes a bond
- Taxicabs or limousines: Liability

For more information, call the Finance Department.

Grading or Encroachment Permit: (Engineering: 625-5140)

If you are doing any grading on the site, you should contact the Engineering Department to determine if you need a Grading Permit. This permit covers grading (excavation and fill), paving, and drainage improvements.

If you work on or utilize property or right-of-way owned by the City (including installation of a driveway which connects to a public right-of-way) an Encroachment Permit is required. The Encroachment Permit is obtainable at the Engineering Department.

Health Department Permit: (Placer County Environmental Health: 889-7335)

A Health Permit is required for all businesses which dispense food to the public, for pool cleaning, or for septic tank businesses. A Health Permit is required before the business can open. Check with the Department for current fees and specific types of Business requiring the permit.

Weights and Measures Registration: Placer County Weights and Measures: 889-7372)

If you will be using commercial weights or measuring equipment, you are required to notify the County Office of Weights and Measures within 24 hours of equipment installation. As soon as possible after notification, the scales or weights in your business will be inspected. Check with the Department for current fees.

Employer Registration: (State Employment Development: 255-1965)

If you hire employees, you must register with the State Employment Development Department within 15 days after your employees are hired. The EDD regulates State Disability Insurance, Unemployment Insurance Tax, Income Tax Withholdings, and Employment Training Tax. There is no fee.

Sellers Permit and Use Tax (California Board of Equalization: 885-8408)

Selling tangible personal property in California requires a Seller's Permit. If your business is a partnership, all partners should be present to apply for the permit. If your business is a corporation, one of the corporate officers must bring the Articles of Incorporation at the time of filing.

The Seller's Permit allows the Board of Equalization to keep track of your taxable sales in order to collect the sales tax owed by your business. You will be issued a Sales and Use Tax Permit Number when you apply for your Seller's Permit. There is no fee for the permit; however, depending upon your type of business, you may be required to post a deposit which would be refundable after three years of non-delinquent payments.

State/Corporate Income Tax: (State Franchise Tax Board: 1-800-852-5711)

Once each year every business in the State of California is required to submit a Business Income Tax Statement to the Franchise Tax Board. For information regarding your filing, contact the Tax Board or a private accountant.

Corporations are taxed on a different basis. Information regarding tax procedures for corporations will be given to you when you file your Articles of Incorporation with the Secretary of State.

Federal Income Tax: (Internal Revenue Service: 1-800-424-1040)

For information regarding employee withholdings, self-employment taxes, sole proprietorship, partnership and corporate taxes, contact the IRS.

Fish and Game Permit: (Department of Fish and Game: 355-7020)

If any portion of your property encroaches into a floodplain, riparian area, or otherwise sensitive natural habitat, it is suggested that you contact the Fish and Game Department early in your planning process.

Wetlands: (Army Corps of Engineers: 551-2273)

If any portion of your property might contain wetlands, it is advisable to request an evaluation of your project area by the Army Corps of Engineers very early in your planning process..

Air Quality: (Placer County Air Pollution Control Board: 889-7130)

If your process involves any activity or machinery which create emissions or could cause an air quality problem, you should contact the Air Pollution Control Board and file a Business Plan to assure your process complies with the Clean Air Act.